



## Instructions for using File Format Checklists



*The File Format Checklists were developed by the Procurement and Property Division in order to capture the record-keeping functions detailed in FAR Subparts 4.803 and 4.804. The Checklists contain lists for Contracts, with separate Checklists for different types of Construction and A-E Contracting, and Small Purchases. The Contracts Checklists are broken down into phases, to include a) Acquisition Planning; b) Procurement Request & Solicitation Development; c) Solicitation & Evaluation; d) Award; e) Contract Administration; and f) Closeout.*

*The intent of the Checklists is to: facilitate the processing of all procurement actions, assuring file requirements are not inadvertently overlooked; present a professional work format; and, effectuate a more expeditious review of contract files.*

*All Checklists contain references to the Procurement and Property Division's web-page at <http://www.afm.ars.usda.gov/divisions/ppd/psop.htm>, as well as FAR, AGAR, and Departmental references which require the submission of the referenced document. Within the Checklists, you will find references such as PPDG-CRB and marketre.doc. These references refer back to the web page identified above, and offer examples of the documentation. The titles within the Checklists are the names of the documents on this web-page.*

- ✓ Select the appropriate file format checklists.
- ✓ The checklists may be used, as required, in 6-part folders (contracts) or pocket folders (small purchases). Separate folders should be used for the pre-award and post-award phases; some contracts are larger and may require additional folders. Checklists should be sequentially placed in the 6-part folder, from left to right, saving the Closeout Checklist until the contract is physically complete. The Closeout Checklist should be used for all contracts, task orders, and simplified acquisitions. The Contracts Checklists may also be useful for competitive services purchases under GSA or other GWAC schedules. Documentation associated with a particular checklist should be placed under the list in a sequential manner. Please note, these are not rigid documents. Through flexibility in the placement of the checklists, the overall layout of documentation can be best used to fit individual needs.
- ✓ Although separate lists are provided for Award and Contract Administration, you will want to keep these documents together as they are so closely integrated. To accommodate preferences related to the placement of original contract documentation, the user may use the Phase IV checklist to keep the contract, modifications, and payments together, in conjunction with the Phase V checklist, or omit the Phase IV checklist and keep the contract, modifications, and payments with their corresponding backup documentation under the Phase V and VI checklists.
- ✓ Additional volumes, if required, should be numbered (i.e., Volume 1 of 3). The Construction Checklist identifies volume numbers in the heading. If additional volumes other than pre- and post-award are not required, please disregard.
- ✓ Place appropriate documentation, tabbed, or otherwise identified, according to the checklists, behind each of the checklists, adding any documents unique to the instant requirement to the open checklist lines. The open checklist lines will assist you in capturing and documenting all file material.
- ✓ Check each box noted "In File" as appropriate, and write N/A or leave the box empty if the document is not required.
- ✓ Complete the bottom portion of the Acquisition Planning Checklist, which identifies the Contract Specialist and other pertinent data. Update as required.
- ✓ A Modification Checklist documents each modification document. It is designed to capture documentation pertinent to each modification. A separate checklist should separate every modification. In addition to capturing documentation specific to each modification, this sheet also has blanks that should be filled in to provide a synopsis of the modification.



USDA, REE, ARS

**Checklist for File Content**

See FAR Subpart 4.803

**Phase I**

Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.

DOCUMENT		IN FILE	DOCUMENT		IN FILE
	Acquisition Planning		23.		
1.	Acquisition Plan <b>FAR 7.1</b>		24.		
2.	Market Research Analysis/RFI <b>FAR 7.102, 10, 12.202, marketre.doc</b>		25.		
3.	Exchanges with Industry before Receipt of Proposals <b>FAR 14.207, 15.201</b>		26.		
4.	Industry Terms and Conditions		27.		
5.	General Requirements <b>FAR 8.001</b>		28.		
6.	Set-aside Consideration/Recommendations/Determination (OSDBU Clearance) <b>FAR 19.501, 19.803</b>		29.		
7.	Pro-Net Search		30.		
8.	Quality Assurance Requirements <b>FAR 46.2</b>		31.		
9.	Draft Documents and Disposition		32.		
10.			33.		
11.			34.		
12.			35.		
13.			36.		
14.			37.		
15.			38.		
16.			39.		
17.			40.		
18.			41.		
19.			42.		
20.			43.		
21.			44.		
22.			45.		

REQUISITION NO./SOLICITATION NO.

AMOUNT

CONTRACTING OFFICER/TELEPHONE



COR/TELEPHONE



CONTRACTOR

PURCHASE REQUEST INITIATOR/TELEPHONE

CONTACT/TELEPHONE

CONTRACT NO.

		USDA, REE, ARS 	<h2>Checklist for File Content</h2> <p>See FAR Subpart 4.803</p> <p>Phase II</p>		
Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.					
DOCUMENT		IN FILE	DOCUMENT		IN FILE
	Procurement Request & Solicitation Development		26.	Specification Review by Competition Advocate <b>FAR 6.5</b>	
1.	Acquisition Package (AD-700, SPEC/Drawings/SOW/SOO/PWS, Government Estimate, Source List) <b>FAR 7.302, 11; AGAR 411.1, 411.2</b>		27.	PBSC Waiver <b>FAR 37.6; PPD PM 37-02</b>	
2.	List of GFE/GFI/GFP and Approvals <b>FAR 45.3; AGAR 445.3</b>		28.		
3.	Determination to Make a Single Award <b>FAR 16.504(c)</b>		29.		
4.	Ratification Documentation <b>FAR 1.602-3; AGAR 401.602-3; AA212-16</b>		30.		
5.	JOFOC <b>FAR 6.3; AGAR 406.302-70; PPD PM 6-03</b>		31.		
6.	Pre-solicitation Synopsis/Notice, Response/Evaluation <b>FAR 5.2; AA37; PPD PM 5-02</b>		32.		
7.	D&F: Authority to Exclude a Source <b>FAR 6.202(b)</b>		33.		
8.	Descriptive Literature Justification <b>FAR 14.202-5(c)</b>		34.		
9.	Brand Name Justification <b>FAR 6.302-1(c); 11.1</b>		35.		
10.	Bid Samples Justification <b>FAR 14.202-4(d)</b>		36.		
11.	Option Justification <b>FAR 17.205</b>		37.		
12.	Contract Type Justification <b>FAR 16.102(d)</b>		38.		
13.	D&F: Interagency Acquisitions (Economy Act) <b>FAR 17.503</b>		39.		
14.	Buy American Act Exception Determination <b>FAR 25.103</b>		40.		
15.	Non-Personal Service Documentation <b>FAR 37.103(a)(3)(ii)</b>		41.		
16.	Approval of Letter Contract <b>FAR 16.603-3; AGAR 416.603</b>		42.		
17.	Notice of Intent to Award Service Contract/Wage Determination/Installation Review <b>FAR 22.1000</b>		43.		
18.	Draft RFP, Comments and Disposition <b>FAR 15.201(c)(6), 15.201(f)</b>		44.		
19.	Solicitation Reviews, Comments, Approvals <b>FAR 14.202-6; DR 5000-4; PPDG-CRB</b>		45.		
20.	Liquidated Damages Justification <b>FAR 11.5, 19.75-7, 22.302; AGAR 422.302</b>		46.		
21.	OGC (Legal) Review <b>DR 5000-4</b>		47.		
22.	Pre-solicitation Correspondence <b>FAR 5.2</b>		48.		
23.	Memoranda for Record		49.		
24.	Agency Offering Letter to SBA for 8(a) <b>FAR 19.804-2</b>		50.		
25.	SBA Acceptance/Correspondence		51.		

		USDA, REE, ARS			<b>Checklist for File Content</b> See FAR Subpart 4.803  Phase III	
Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.						
DOCUMENT			IN FILE	DOCUMENT		IN FILE
	Solicitation & Evaluation			27.	Communication with Offerors after Establishment of Competitive Range ( <b>FAR 15.306(d)</b> )	
1.	Prebid/Proposal Conference Minutes <b>FAR 14.207, 15.201(F)</b>			28.	Final Proposal Revisions <b>FAR 15.307, fpr.doc</b>	
2.	IFB/RFI/RFP/RFQ (Including Amendments & Attachments) <b>FAR 14.2, 15; AGAR 414.2, 15</b>			29.	Source Selection Decision <b>FAR15.308</b>	
3.	FedBizOpps Notification <b>FAR 5.201</b>			30.	Price Reasonableness Determination <b>FAR 12.209, 15.305(a)(1)</b>	
4.	Bidder's List <b>FAR 4.803(a)(5), 14.205</b>			31.	Price Negotiation Memorandum <b>FAR 15.406-3, pricneg.doc</b>	
5.	Abstract of Bids/Proposals <b>FAR 14.403</b>			32.	Cost and Pricing Data, or other the Cost and Pricing Data <b>FAR 15.4</b>	
6.	Accepted Bids, Proposals			33.	D&F: Authorization for Advance Payments <b>FAR 32.410; AGAR 432.4</b>	
7.	Late Bids, Proposals, Mistakes, Determinations <b>FAR 14.304, 14.407, 15.208; AGAR 414.4</b>			34.	Subcontracting Plan and Review <b>FAR 19.702, 19.705-4</b>	
8.	IFB/RFP Cancellation/Rejection Determination <b>FAR 14.404-1, 15.208(e); AGAR 414.404-1</b>			35.	Letters to Unsuccessful Offerors ( <b>FAR 15.503, sryltr.doc, intawd.doc, awdnotic.doc</b> )	
9.	Pre-Award Survey <b>FAR 9.106</b>			36.	Debriefing Summaries <b>FAR 15.5, 42.504, debrief.doc</b>	
10.	Determination of Responsibility/Non-responsibility <b>FAR 9.105-2; AA45</b>			37.	Memoranda for Record	
11.	Certificate of Competency Actions <b>FAR19.6; AGAR 419.6</b>			38.	Parties Excluded from Procurement Programs – Responsibility Determination <b>FAR 9.405; AGAR 409.405</b>	
12.	EEO Compliance Review <b>FAR 22.805; eeoclear.doc</b>			39.	Correspondence	
13.	Influencing Activities Disclosure Forms <b>FAR 3.804</b>			40.	Pre-award Protests <b>FAR 33.103, 19.302, 19.305, 33.104</b>	
14.	Make or Buy Decisions <b>FAR 15.407-2</b>			41.		
15.	New Technology, Patents, Data Rights Determinations <b>FAR 27</b>			42.		
16.	Contract Deviations <b>FAR 1.4; AGAR 401.4</b>			43.		
17.	Software License Agreements <b>FAR 12.212, 27.400; DR 5000-4</b>			44.		
18.	Overtime Premium Approval <b>FAR 22.103-4; AGAR 422-103-4</b>			45.		
19.	Cancellation/Conversion to RFP <b>FAR 14.401-1(e)- (f); PPD PM 14-01, 14-01A, 14-02</b>			46.		
20.	Waiver of Facilities <b>FAR 15.408(ii)</b>			47.		
21.	SEB/SSA/TEP Appointments <b>tepchair.doc, tepmemb.doc</b>			48.		
22.	Proposal Evaluation/TEP Worksheets, to Include Past Performance Evaluation <b>FAR 15.305; AA43</b>			49.		
23.	TEP Evaluation Report <b>teceval.doc</b>			50.		
24.	Cost/Price Analysis <b>FAR 15.404; AGAR 415.404-4</b>			51.		
25.	Competitive Range Determination <b>FAR 15.306(c), DR 5000-4, comprang.doc</b>			52.		
26.	Pre-negotiation Objectives/Memorandum <b>FAR 15.406-1</b>			53.		



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**Checklist for File Content**



See FAR Subpart 4.803

**Phase IV**

Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.

DOCUMENT		IN FILE	DOCUMENT		IN FILE
	Alternate Document Placement		28.		
1.	Contract <b>cvrltr.doc</b>		29.		
2.	<b>Modification Log Summary Sheet followed by Modification (Use Individual Sheet for each Modification)</b>		30.		
3.	Public Voucher/Progress Payments/Invoices <b>FAR 32</b>		31.		
4.			32.		
5.			33.		
6.			34.		
7.			35.		
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26.			54.		
27.			55.		

		USDA, REE, ARS 		<h2>Checklist for File Content</h2> <p>See FAR Subpart 4.803</p> <p>Phase V</p>	
Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.					
DOCUMENT		IN FILE	DOCUMENT		IN FILE
	Award		27.		
1.	Successful Offeror, Including Reqs and Certs <b>FAR 15.504</b>		28.		
2.	Contract Reviews, Comments Approvals <b>DR 5000-4</b>		29.		
3.	COR APPOINTMENT LETTER <b>cordesig.doc</b>		30.		
4.	Post-Award Synopsis/Press Release, Congressional Notification <b>FAR 5.301; AGAR 405.303; PPD PM 5-01</b>		31.		
5.	SF-279 (FPDS Report) <b>FAR 4.602</b>		32.		
6.	Parties Excluded from Procurement Programs <b>FAR 9.405;</b> <b>AGAR 409.405</b>		33.		
7.	Contract <b>cvrltr.doc</b>		34.		
8.	Memoranda for Record		35.		
9.	Correspondence		36.		
10.			37.		
11.			38.		
12.			39.		
13.			40.		
14.			41.		
15.			42.		
16.			43.		
17.			44.		
18.			45.		
19.			46.		
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21.			48.		
22.			49.		
23.			50.		
24.			51.		
25.			52.		
26.			53.		

		USDA, REE, ARS 	<h2>Checklist for File Content</h2> <p>See FAR Subpart 4.803</p> <p>Phase VI</p>		
Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.					
DOCUMENT		IN FILE	DOCUMENT		IN FILE
	Contract Administration		28.	Post-Award Protests <b>FAR 33.103, 19.302, 19.305, 33.104</b>	
1.	Modification Log Summary Sheet followed by Modification (Use Individual Sheet for each Modification)		29.		
2.	Log sheet for Task Orders (Task/Delivery Orders, Including Supporting Documentation and any details located within this checklist may be located in stand alone files)		30.		
3.	Delegations <b>FAR 42.2; AGAR 442.2; delauth.doc</b>		31.		
4.	Government Surveillance Plan & Reports/Quality Assurance Plans <b>FAR 37.602-2</b>		32.		
5.	Post Award Conference Report <b>FAR 42.503; AGAR 415.570</b>		33.		
6.	Technical Direction		34.		
7.	Subcontract Consent <b>FAR 44.201</b>		35.		
8.	Subcontracting Reports <b>FAR 19.704</b>		36.		
9.	General Correspondence		37.		
10.	Memoranda for Record		38.		
11.	Public Voucher/Progress Payments/Invoices <b>FAR 32</b>		39.		
12.	Audit Reports <b>FAR 42.1; AGAR 442.102</b>		40.		
13.	Inspection/Acceptance Documentation <b>FAR 46.5-6</b>		41.		
14.	Purchasing Systems Reviews <b>FAR 44.301</b>		42.		
15.	Yearly Past Performance Assessment <b>FAR 42.15; AGAR 442.1502</b>		43.		
16.	Authorization to use Government Supply Sources <b>FAR 51.102</b>		44.		
17.	Suspension of Work/Stop Work Orders/Delays/Cure Notices <b>FAR 42.13</b>		45.		
18.	GFE/GFP Inventories <b>FAR 45.508-1, 45.505, 45.615; AGAR 445.608</b>		46.		
19.	Progress Reports		47.		
20.	Progress Meeting Notes		48.		
21.	Completion Data Monitoring		49.		
22.	Engineering Change Proposal <b>FAR 48</b>		50.		
23.	Rejected Engineering Change Proposal <b>FAR 48.105</b>		51.		
24.	Claims <b>FAR 33.2; AGAR 433.2</b>		52.		
25.	Royalty, Invention, Copyright Reports <b>FAR 27.2 – 27.4</b>		53.		
26.	Waivers from Contractual Requirements/Disapproval of Waiver Requests		54.		
27.	Freedom of Information Act (FOIA) Requests <b>FAR 24.2</b>		55.		



USDA, REE, ARS

**Checklist for File Content**

See FAR Subpart 4.803

Use for Each Modification

Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.

DOCUMENT		IN FILE	DOCUMENT		IN FILE
	<b>Modification Documentation:</b> #				
1.	<b>Initial Correspondence</b>				
	Purchase Request AD-700				
	Correspondence				
	Request for Information				
	Contractor's Proposal Modification				
	Evaluation of Modification (Technical and Cost/Price)				
	Other Documentation				
2.	<b>Modification Status</b>				
	MOD # <b>cvrltr.doc</b>				
	Purpose				
	Date				
	Amount (+) or (-)				
	Period of Performance Extension From: _____ To: _____				
3.	<b>Additional Documentation</b>				
	Termination Settlement Report <b>FAR 49</b>				
	Assignment of Claims <b>FAR 32.8; AGAR 432.8</b>				
	Novation Agreement <b>FAR 42.12</b>				
	Wage Determination Revisions <b>FAR 22.404-6; AGAR 422.404-6</b>				
	D&F Exercise of Options <b>FAR 17.207(b)-(f); dfopt.doc</b>				
	Options, Contractor Notification Letter <b>FAR 17.207(a), optnltr.doc</b>				





USDA, REE, ARS



**Checklist for File Content**



See FAR Subpart 4.803

**Phase VII – Closeout**



Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.

DOCUMENT		IN FILE	DOCUMENT		IN FILE
	Closeout		27.		
1.	Completion Statement <b>FAR 4.804, kcomplete.doc</b>		28.		
2.	Past Performance or Performance Evaluation <b>FAR 42.15, nihpast.doc; corpast.doc</b>		29.		
3.	Warranty Information <b>FAR 46.7, 12.404</b>		30.		
4.	Release of Claims		31.		
5.	Audit Information		32.		
6.	Location Closeout Letter & Response <b>FAR 4.805</b>		33.		
7.	Payment Office Closeout Letter & Response <b>FAR 4.804; fnoice.doc</b>		34.		
8.	Disposition of GFE & GFP <b>FAR 45.5, 45.6</b>		35.		
9.	Date Sent to Federal Records Center <b>FAR 4.805</b>		36.		
10.	Other Closeout Documentation		37.		
11.	EPM Closeout Letter & Response Information		38.		
12.	Contractor Closeout Letter & Response Information		39.		
13.	Notification of Building Completion to RPMB and Real Property Office		40.		
14.			41.		
15.			42.		
16.			43.		
17.			44.		
18.			45.		
19.			46.		
20.			47.		
21.			48.		
22.			49.		
23.			50.		
24.			51.		
25.			52.		
26.			53.		



 		<b>Checklist for File Content</b> See FAR Subpart 4.803  FD Construction RFP/8(a) Non-Competitive	
Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.			
DOCUMENT		IN FILE	
<b>Volume I – Preaward</b>		<b>Volume V- Award &amp; Post Award Documentation</b>	
<b>PART 1</b>		<b>PART 1</b>	
Government Estimate <b>FAR 36.203</b>		Summary of Award/Memo to the File <b>FAR 4.803</b>	
Procurement Plan <b>FAR 7.1</b>		Notice of Award <b>FAR 36.213-4</b>	
Set-Aside Determination, OSDBU Clearance, Market Research <b>FAR 19.501(d)</b>		OFCCP Notice <b>FAR 22.804</b>	
Action Plan/Fact Sheet		Congressional Notification (>\$1 Million) <b>FAR 5.3, P&amp;P 5-01</b>	
Project Orientation Documentation		COR/EPM Appointment Letters <b>FAR 46.1</b>	
<b>PART 2</b>		<b>PART 2</b>	
SBA Offering Letter & Response; SBA Certification <b>FAR 19.8</b>		Performance & Payment Bonds <b>FAR 28</b>	
Wage Determination <b>FAR 22.4</b>		Insurance Certificate <b>FAR 28</b>	
Memos to the File <b>FAR 4.803</b>		SF-1413's, Statement & Acknowledgement (Prime & Subs) <b>FAR 22.406-5</b>	
<b>PART 3</b>		Notice to Proceed <b>FAR 36.213-4</b>	
Pre-Proposal Conference Documentation <b>FAR 36.212</b>		Preconstruction Conference Documentation <b>FAR 36.212</b>	
Contractor's Proposal(s) <b>FAR 4.803</b>		<b>PART 3</b>	
Evaluation Report (if applicable) <b>FAR 15.3</b>		Memos to the File/General Correspondence <b>FAR 4.803</b>	
Negotiation Memos <b>FAR 15.4</b>		<b>Volume VI – Contract Review Board</b>	
<b>Volume II – RFP &amp; Amendments (w/Specs &amp; Drawings)</b>		<b>Volume VII – Requests for Information &amp; Backup Documentation</b>	
<b>Volume III – Award</b>		<b>Volume VIII – Job Meeting Minutes</b>	
<b>PART 1</b>		<b>Volume IX – Inspection Reports</b>	
AD-700 <b>FAR 4.803</b>		<b>Volume X – Payments/Payment Record Sheet</b>	
Reps & Certs <b>FAR 4.803</b>		<b>Volume IX – Payrolls (Accordion File Folder as necessary)</b>	
Contract (w/SF-279) <b>FAR 4.803</b>			
<b>Volume IV – Post Award – Modifications &amp; Backup Documentation</b>			
REQUISITION NO.		AMOUNT	
CONTRACTING OFFICER/TELEPHONE		COR/TELEPHONE	
CONTRACTOR		PURCHASE REQUEST INITIATOR/TELEPHONE	
CONTACT/TELEPHONE		CONTRACT NO.	



	USDA, REE, ARS 	<h2 style="text-align: center;">Checklist for File Content</h2> <p style="text-align: center;">See FAR Subpart 4.803</p> <p style="text-align: center;">FD Construction RFP – Competitive</p>	
Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.			
DOCUMENT	IN FILE	DOCUMENT	IN FILE
<b>Volume I – Pre-Award</b>		<b>PART 5</b>	
<b>PART 1</b>		Letters to Unsuccessful Offerors <b>FAR 15.5</b>	
Government Estimate <b>FAR 36.203</b>		Determination of Responsibility Documentation <b>FAR 9.105</b>	
Procurement Plan <b>FAR 7.1</b>		<b>Volume II – RFP w/Amendments and Specs &amp; Drawings</b>	
Set-Aside Determination/OSDBU Clearance, Market Research <b>FAR 19.501(d)</b>		<b>Volume III – Award</b>	
Action Plan/Fact Sheet		AD-700 <b>FAR 4.803</b>	
Project Orientation Documentation		Reps and Certs <b>FAR 4.803</b>	
<b>PART 2</b>		Contract w/SF-279 <b>FAR 4.803</b>	
Pre-Solicitation Notice (>\$100K) <b>FAR 36.213-2</b>		<b>Volume IV – Post Award – Modification &amp; Backup Documentation (AD-700's, SF-279's, Memos to File, etc.)</b>	
Wage Determination <b>FAR 22.4</b>		<b>Volume V – Award and Post-Award Documentation</b>	
FedBizOpps Notice <b>FAR 5.2</b>		<b>PART 1</b>	
General/Miscellaneous Correspondence <b>FAR 4.803</b>		Memo to Award <b>FAR 36.213-4</b>	
Mailing List <b>FAR 4.803</b>		FedBizOpps Notice of Award <b>FAR 5.3</b>	
<b>PART 3</b>		Notice of Award to Contractor <b>FAR 15.504</b>	
Pre-Proposal Conference Documentation <b>FAR 36.212</b>		OFCCP Notice <b>FAR 22.804</b>	
TEP Appointment Letters <b>FAR 4.803, 15.3</b>		COR/EPM Appointment Letters <b>FAR 46.1</b>	
TEP Initial Evaluation Report <b>FAR 15.3, 15.4</b>		Congressional Notification (>\$1 Million) <b>FAR 5.3, PPD PM 5-01</b>	
Competitive Range Determination <b>FAR 15.3</b>		<b>PART 2</b>	
Notice to Offerors Not In Competitive Range <b>FAR 15.5</b>		Performance & Payment Bonds <b>FAR 28</b>	
Notice to Offerors In Competitive Range <b>FAR 15.5</b>		Insurance Certificate <b>FAR 28</b>	
<b>PART 4</b>		SF-1413's, Statement of Acknowledgement (Prime & Subs) <b>FAR 22.406-5</b>	
Unsuccessful Offers w/Copies of Bid Bonds, Sects. A, B, K (If documents are too large, include note on location) <b>FAR 4.803</b>		Notice to Proceed <b>FAR 36.213-4</b>	
Rejected Offers w/Copies of Bid Bonds, Sects. A, B, K (If documents are too large, include note on location) <b>FAR 4.803</b>		Pre-Construction Conference Documentation <b>FAR 36.213, 4.803</b>	
TEP Final Evaluation Report		Debriefing Notes/Memos <b>FAR 15.5</b>	
Negotiation Memos <b>FAR 15.4</b>			
REQUISITION NO./SOLICITATION NO.		AMOUNT	
CONTRACTING OFFICER/TELEPHONE		COR/TELEPHONE	
CONTRACTOR		PURCHASE REQUEST INITIATOR/TELEPHONE	
CONTACT/TELEPHONE		CONTRACT NO.	





	USDA, REE, ARS 	<h2 style="text-align: center;">Checklist for File Content</h2> <p style="text-align: center;">See FAR Subpart 4.803</p> <p style="text-align: center;">FD Construction – IFB</p>	
Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.			
DOCUMENT	IN FILE	DOCUMENT	IN FILE
<b>Volume I – Pre-Award</b>		<b>Volume III – Award</b>	
<b>PART 1</b>		<b>PART 1</b>	
Government Estimate <b>FAR 36.203</b>		AD-700 <b>FAR 4.803</b>	
Procurement Plan <b>FAR 7.1</b>		Reps and Certs <b>FAR 4.803</b>	
Set-Aside Determination/OSDBU Clearance, Market Research <b>FAR 19.501(d)</b>		Contract w/SF-279 <b>FAR 4.803</b>	
Action Plan/Fact Sheet		<b>Volume IV – Post Award – Modification &amp; Backup Documentation (AD-700's, SF-279's, Memos to File, etc.)</b>	
Project Orientation Documentation		<b>Volume V – Award and Post-Award Documentation</b>	
<b>PART 2</b>		<b>Part 1</b>	
Pre-Solicitation Notice (>\$100K) <b>FAR 36.213</b>		Summary/Memo to Award <b>FAR 14.408</b>	
Wage Determination <b>FAR 22.4</b>		FedBizOpps Notice of Award <b>FAR 5.3</b>	
FedBizOpps Notice <b>FAR 5.2</b>		Congressional Notification (>\$1 Million) <b>FAR 5.3, PPD PM 5-01</b>	
<b>PART 3</b>		Notice of Award <b>FAR 36.213-4, 14.408-1</b>	
Mailing List <b>FAR 4.803</b>		OFCCP Notice <b>FAR 22.804</b>	
Pre-Bid Conference Documentation <b>FAR 36.212</b>		COR/EPM Appointment Letters <b>FAR 46.1</b>	
No Bid Letters <b>FAR 4.803</b>		<b>PART 2</b>	
Abstract of Offers <b>FAR 14.403</b>		Performance & Payment Bonds <b>FAR 28</b>	
<b>PART 4</b>		Insurance Certificate <b>FAR 28</b>	
Unsuccessful Bids w/Copies of Bid Bonds, Sects. A, B, K (If documents are too large, include note on location) <b>FAR 4.803</b>		SF-1413's, Statement of Acknowledgement (Prime & Subs) <b>FAR 22.406-5</b>	
Rejected Bids w/Copies of Bid Bonds, Sects. A, B, K (If documents are too large, include note on location) <b>FAR 4.803</b>		Notice to Proceed <b>FAR 36.213-4</b>	
Letters to Unsuccessful Bidders <b>FAR 14.409</b>		Pre-Construction Conference Documentation <b>FAR 36.213, 4.803</b>	
Responsibility Determination Documentation <b>FAR 9.105</b>		Subcontracting Plan <b>FAR 19.702</b>	
<b>PART 5</b>		SF 294/295 Subcontracting Reports <b>FAR 19.705</b>	
General/Miscellaneous Correspondence <b>FAR 4.803</b>		<b>Volume V – Contract Review Board (if applicable)</b>	
<b>Volume II – IFB w/Amendments and Specs &amp; Drawings</b>		<b>Volume VI – Mistake in Bid Documentation (if applicable)</b>	
		<b>Volume VII – Correspondence</b>	
REQUISITION NO./SOLICITATION NO.	AMOUNT		
CONTRACTING OFFICER/TELEPHONE	COR/TELEPHONE		
CONTRACTOR	PURCHASE REQUEST INITIATOR/TELEPHONE		
CONTACT/TELEPHONE	CONTRACT NO.		





	USDA, REE, ARS 	<h2 style="text-align: center;">Checklist for File Content</h2> <p style="text-align: center;">See FAR Subpart 4.803</p> <p style="text-align: center;">AREAS, Construction Contract</p>	
Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.			
DOCUMENT	IN FILE	DOCUMENT	IN FILE
<b>Volume I</b>		<b>PART 5</b>	
<b>PART 1</b>		Memo of Award w/Responsibility Determination <b>FAR 9.105</b>	
Government Estimate <b>FAR 36.203</b>		FedBizOpps Notice of Award <b>FAR 5.301</b>	
Procurement Plan <b>FAR 7.1</b>		Notice of Award to Contractor <b>FAR 36.213-4, 14.408-1</b>	
Set-Aside Determination/OSDBU Clearance, Market Research <b>FAR 19.501</b>		OFCCP Notice <b>FAR 22.804</b>	
Wage Determination <b>FAR 22.4</b>		COR/EPM Appointment Letters <b>FAR 46.1</b>	
<b>PART 2</b>		<b>PART 6</b>	
Pre-Solicitation Notice SF-1417 (>\$100K) <b>FAR 36.213</b>		Performance & Payment Bonds <b>FAR 28</b>	
FedBizOpps Notice <b>FAR 5.2</b>		Insurance Certificate <b>FAR 28</b>	
SBA Offering Letter, Response, Certification (8(a) Set-aside only) <b>FAR 19.8</b>		SF-1413's, Statement of Acknowledgement (Prime & Subs) <b>FAR 22.406-5</b>	
General Correspondence/Memos to File <b>FAR 4.803</b>		Notice to Proceed <b>FAR 36.213</b>	
<b>PART 3</b>		Pre-Construction Conference Documentation <b>FAR 4.803</b>	
Mailing List(s) <b>FAR 4.803</b>		<b>Volume II – IFB/RFP w/Admendments &amp; Specs &amp; Drawings</b>	
Pre-Bid Conference Documentation <b>FAR 36.212</b>		<b>Volume III – Contract</b>	
No Bid Letters <b>FAR 4.803</b>		<b>PART 1</b>	
8(a) Proposals (if applicable) <b>FAR 4.803</b>		AD-700	
Negotiation Memo(s) (if applicable) <b>FAR 15.3, 15.4</b>		Reps and Certs <b>FAR 4.803</b>	
<b>PART 4</b>		Contract w/SF-279 <b>FAR 4.803</b>	
Unsuccessful Offers w/Copies of Bid Bonds, Sects. A, B, K (If documents are too large, include note on location) <b>FAR 4.803</b>		<b>PART 2 – Modifications w/Backup Documentation (AD-700, SF-279, and Memos to File)</b>	
Rejected Offers w/Copies of Bid Bonds, Sects. A, B, K (If documents are too large, include note on location) <b>FAR 4.803</b>		<b>Part 3</b>	
Letters to Unsuccessful Offerors <b>FAR 14.409</b>		Inspection Reports	
Abstract of Offerors <b>FAR 14.409</b>		Job Meeting Minutes/Progress Reports	
		<b>Part 4 – General Correspondence/Memos to File</b>	
		<b>Volume IV – Invoices and Payroll Records</b>	
		Volume V – Mistake in Bids w/Backup Documentation	
REQUISITION NO./SOLICITATION NO.	AMOUNT		
CONTRACTING OFFICER/TELEPHONE	COR/TELEPHONE		
CONTRACTOR	PURCHASE REQUEST INITIATOR/TELEPHONE		
CONTACT/TELEPHONE	CONTRACT NO.		

	USDA, REE, ARS 	<h2 style="text-align: center;">Checklist for File Content</h2> <p style="text-align: center;">See FAR Subpart 4.803</p> <p style="text-align: center;">FD A-E Contract – Project Specific</p>	
Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.			
DOCUMENT	IN FILE	DOCUMENT	IN FILE
<b>Volume I – Pre-Award</b>		<b>Volume III – Evaluation</b>	
<b>PART 1</b>		<b>PART 1 – Initial Evaluation Sheets w/Scores FAR 36.602-3</b>	
Statement of Work & Government Estimate <b>FAR 36.605</b>		<b>PART 2 – Revised/Final Evaluation Sheets w/Scores FAR 36-602-3</b>	
Action Plan/Fact Sheet		<b>Volume IV – Award</b>	
Set-Aside Determination/OSDBU Clearance, Market Research <b>FAR 19.501(d)</b>		<b>PART 1</b>	
FedBizOpps Notice <b>FAR 5.2, 36.601-1</b>		AD-700 <b>FAR 4.803</b>	
Procurement Plan <b>FAR 7.1</b>		Reps and Certs <b>FAR 4.803</b>	
<b>PART 2</b>		Contract w/SF-279 <b>FAR 4.803</b>	
TEP Appointment Letters <b>FAR 36.602-2</b>		<b>PART 2 – Modifications w/Backup Documentation (AD-700, SF-279, Memos to File, Correspondence, etc.)</b>	
TEP Initial Evaluation Report <b>FAR 36.602-3</b>		<b>Volume V – SF-252/254 &amp; Presentation Material from Successful A-E</b>	
Short List Letter to Selection Official & Approval <b>FAR 36.602-3</b>		<b>Volume VI – Post-Award</b>	
Invitation Letters to Short Listed Firms		<b>PART 1</b>	
Letters to Unsuccessful Firms <b>FAR 36.607</b>		Notice of Award to Contractor <b>FAR 15.504</b>	
<b>PART 3</b>		Memo of Award w/Responsibility Determination <b>FAR 9.105</b>	
TEP 2 <sup>nd</sup> Evaluation Report <b>FAR 36.602-3</b>		FedBizOpps Notice of Award <b>FAR 5.3</b>	
Letter to Selection Official on Recommended Firm for Negotiation & Approval <b>FAR 36.602-4</b>		Notice of Award to Contractor <b>FAR 15.504</b>	
Letters to Unsuccessful Short Listed Firms <b>FAR 36.607</b>		Congressional Notification (>\$1 Million) <b>FAR 5.3, PPD PM 5-01</b>	
<b>PART 4</b>		COR/EPM Appointment Letters <b>FAR 46.1</b>	
Proposal(s) <b>FAR 4.803</b>		<b>PART 2</b>	
Pre-Negotiation Memo <b>FAR 15.4</b>		Subcontracting Plan (>\$500K) (if applicable) <b>FAR 19.702</b>	
Memo of Award <b>FAR 4.803</b>		SF-294/295 Subcontracting Reports (if applicable) <b>FAR 19.705</b>	
General Correspondence <b>FAR 4.803</b>		<b>PART 3 – Correspondence</b>	
<b>Volume II – SF-254/255 &amp; Presentation Material from Unsolicited A-E Firms</b>		<b>Volume VIII– Solicitation Package Mailing Charges w/Copies of Bank Checks</b>	
		<b>Volume IX– Payments/Payment Record Sheet</b>	
REQUISITION NO./SOLICITATION NO.	AMOUNT		
CONTRACTING OFFICER/TELEPHONE	COR/TELEPHONE		
CONTRACTOR	PURCHASE REQUEST INITIATOR/TELEPHONE		
CONTACT/TELEPHONE	CONTRACT NO.		



 		<b>Checklist for File Content</b> See FAR Subpart 4.803  <b>FD &amp; AREAS, A-E Indefinite Quantity Contract (IQC)</b>	
Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.			
DOCUMENT	IN FILE	DOCUMENT	IN FILE
<b>Volume I – Pre-Award</b>		<b>Volume IV – Award</b>	
<b>PART 1</b>		<b>PART 1</b>	
Statement of Work		AD-700 FAR 4.803	
Procurement Plan FAR 7.1		Reps and Certs FAR 4.803	
Set-Aside Determination/OSDBU Clearance, Market Research FAR 19.501(d)		Contract w/SF-279 FAR 4.803	
FedBizOpps Notice FAR 5.2, 36.601-1		<b>Volume V – Modifications w/Backup Documentation (AD-700, SF-279, Memos to File, Correspondence, etc.)</b>	
<b>PART 2</b>		<b>Volume VI – SF-252/254 &amp; Presentation Material from Successful A-E</b>	
TEP Appointment Letters FAR 36.602-2		<b>Volume VII – Post-Award</b>	
TEP Initial Evaluation Report FAR 36.602-3		<b>PART 1</b>	
Short List Letter to Selection Official & Approval FAR 36.602-3		Notice of Award to Contractor FAR 36.213-4, 15.504	
Invitation Letters to Short Listed Firms		Memo of Award w/Responsibility Determination FAR 9.105	
Letters to Unsuccessful Firms FAR 36.607		FedBizOpps Notice of Award FAR 5.3	
<b>PART 3</b>		Notice of Award to Contractor FAR 15.504	
TEP 2 <sup>nd</sup> Evaluation Report FAR 36.602-3		Congressional Notification (>\$1 Million) FAR 5.3, PPD PM 5-01	
Letter to Selection Official on Recommended Firm for Negotiation & Approval FAR 36.602-4		COR/EPM Appointment Letters FAR 46.1	
Letters to Unsuccessful Short Listed Firms FAR 36.607		<b>PART 2</b>	
<b>PART 4</b>		Subcontracting Plan (>\$500K if applicable) FAR 19.702	
Proposal(s) FAR 4.803		SF-294/295 Subcontracting Reports (if applicable) FAR 19.705	
Pre-Negotiation Memo FAR 15.4		<b>Volume VIII– Solicitation Package Mailing Charges w/Copies of Bank Checks</b>	
Memo of Award FAR 4.803		<b>Volume IX– Payments/Payment Record Sheet</b>	
General Correspondence FAR 4.803		<b>Volume – X – Task Order Log</b>	
<b>Volume II – SF-254/255 &amp; Presentation Material from Unsolicited A-E Firms</b>		<b>PART 1 – Log Sheet</b>	
<b>Volume III – Evaluation</b>		<b>PART 2 – Copies of Face Sheets of Task Orders</b>	
<b>PART 1 – Initial Evaluation Sheets w/Scores FAR 36.602-3</b>		<b>PART 3 – Copies of Contract Modifications</b>	
<b>PART 2 – Revised/Final Evaluation Sheets w/Scores FAR 36-602-3</b>			
REQUISITION NO./SOLICITATION NO.		AMOUNT	
CONTRACTING OFFICER/TELEPHONE		COR/TELEPHONE	
CONTRACTOR		PURCHASE REQUEST INITIATOR/TELEPHONE	
CONTACT/TELEPHONE		CONTRACT NO.	

		USDA, REE, ARS 	<h2>Checklist for File Content</h2> <p>See FAR Subpart 4.803</p> <h3>Simplified Acquisition</h3>	
Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.				
DOCUMENT		IN FILE	DOCUMENT	
Simplified Acquisitions			10.	Software License Agreements <b>FAR 12.212, 27.400; DR 5000-4</b>
1.	Purchase Request and all Backup Documentation		11.	Option Justification <b>FAR 17.205</b>
2.	Brand Name Justification <b>FAR 6.302-1(c); 11.1</b>		12.	D&F: Exercise of Options <b>FAR 17.207(b)-(f), dfopt.doc</b>
3.	Minimum Publicizing Time Met, 10 days <b>FAR 5.101(a)(2)</b>		13.	Options, Contractor Notification Letter <b>FAR 17.207(a), optnltr.doc</b>
4.	Open Market Synopsis over \$25,000 FedBizOpps <b>FAR 5.101(a)(1)</b>		14.	Purchase Order <b>cvrltr.doc</b> , W/ SF-279, 281
5.	Other Than Small Business Justification: The Contracting Officer, in compliance with <b>FAR 13.105</b> and <b>19.502-2</b> , hereby determines that this requirement cannot be awarded by means of a small business small-purchase set-aside because:		15.	Modifications and applicable backup documentation w/SF-279 (Construction >\$500; >\$25,000 all others)
	Other Required Source of Supply. <b>FAR 8.001, 8.002</b>		16.	Davis-Bacon (Construction >\$2,000)
	Foreign Purchase. <b>FAR 25</b>		17.	Performance Bond (Construction \$25,000 - \$100,000)
	To assure satisfactory operation (warranty) of equipment, repair parts must be obtained from original equipment manufacturer, which is a large business firm.		18.	Notice to SBA 8(a) Award and Copy of Award <b>AGAR 22</b>
	Software is proprietary to original equipment manufacturer, which is a large business firm.		19.	Modification Log
	Procurement history of this requirement and a market search reveal that there is no reasonable expectation that offers will be obtained from two or more responsible small business concerns that are competitive in terms of market price, quality, and delivery.		20.	Record of Payments
	Small business-small purchase set-aside action yielded only one small business quotation, which was not reasonable. Purchase completed on an unrestrictive basis.		21.	Acceptance
6.	The price quoted is fair and reasonable based on the following:		22.	Closeout (Use Closeout Checklist)
	Effective competition from ____ sources was obtained		23.	
	Comparison of proposed price with competitive prices in previous procurements		24.	
	Order #                      Date                      Price Paid		25.	
			26.	
			27.	
	Current Price Lists, Schedules (including GSA), Catalogs, Advertisements (Attach copy or cite price lists, schedule number, date, and page)		28.	
	Other (explain)		29.	
7.	Justifications		30.	
8.	Abstract of quotations		31.	
9.	Rationale for Award		32.	
REQUISITION NO./RFQ NO.			AMOUNT	
CONTRACTING OFFICER/TELEPHONE			PURCHASE REQUEST INITIATOR/TELEPHONE	
CONTRACTOR/CONTACT/TELEPHONE			PURCHASE ORDER NO.	